

COMMISSIONERS APPROVAL

GRANDSTAFF 

ROKOSCH 

CHILCOTT 

DRISCOLL 

IMAN 

PLETTENBERG (Clerk & Recorder)

Date.....January 6, 2009

Members Present.....Commissioner Carlotta Grandstaff, Commissioner Jim Rokosch, Commissioner Greg Chilcott, Commissioner Kathleen Driscoll and Commissioner J.R. Iman

Minutes: Beth Perkins

► The Board met for an update from Sheriff Chris Hoffman. Under Sheriff Kevin McConnell and Administrative Assistant Wanda Lorea were also present.

Sheriff Hoffman gave a budget update and stated they are currently at 51% including January. Wanda stated revenues are at 39% however loan proceeds will bring it up to 45%. Sheriff Hoffman stated there has been an increase in inmates. Wanda added the food line item has increased along with the inmate population.

Sheriff Hoffman stated there are training sessions coming up and certificates that each deputy must maintain which are expenses. He stated the training and certification include weapons qualifications, first aid/pathogen, taser, pepper spray, and air soft training. Sheriff Hoffman discussed the demand on overtime for the deputies to attend the training and this being his major concern. He noted the training is a necessity not an option.

Commissioner Rokosch questioned any funding for federal mandates. Sheriff Hoffman replied it is a requirement and some funding is received but it does not cover the expenses. Commissioner Grandstaff asked what the total expense for all training and certification would be. Sheriff Hoffman replied it was estimated around \$10,000 for one staff meeting. Commissioner Chilcott compared teaching accredited hours to what is being required for the deputies. He stated teaching certification is done on their own dime. Sheriff Hoffman pointed out deputy hours are on 24 hour shifts not 8 hours and not all of them can attend at one time. Someone has to work. He stated he has to pull these deputies off the streets in order to attend the training and certification.

Sheriff Hoffman stated he is tracking coroner calls and investigations. The calls are up from last year and is about 92 this year. This number includes all types of deaths. Commissioner Chilcott asked what percentage of the deaths are criminal investigations. Under Sheriff Kevin McConnell replied it is approximately 25%. State ordered coroner investigations are what costs money and time and they depend heavily on local medical examiners. Sheriff Hoffman stated deputy coroners also have to attend training and certification. He currently has 6 deputy coroners.

Kevin expressed his concerns with draft bills with fiscal attachments being pulled from legislation, especially mental health related. Sheriff Hoffman stated Under Sheriff Kevin McConnell was appointed to serve on the Montana Sheriffs and Peace Officers Association for tracking legislative bills. He also discussed briefly the OVAW grant proposal to be approved later this week for Commission support.

Commissioner Rokosch asked for an update on the DUI processing center as well as the detention unit for any interdepartmental cooperation. Sheriff Hoffman replied partnerships are founded in State law with the Sheriff overseeing the jail. He stated the question of what more the staff can do to offset costs, he does not know. He stated it is a hot potato that no one wants to hold on to. Commissioner Chilcott stated Commissioner Rokosch is talking about cooperative solutions with dispatch services. Sheriff Hoffman replied he is open to any suggestions with 9-1-1 for dispatch services. Commissioner Chilcott stated there is the option of charging for 9-1-1 dispatch use to offset some of the cost. Sheriff Hoffman stated the Sheriff's Office uses 9-1-1 everyday whereas the fire departments use it when they need it. Commissioner Driscoll expressed her concerns with the ripple effect of cooperative solutions.

Minutes: Glenda Wiles

► The Board met for a discussion with Marcus Daly Hospital Administrator John Bartos in regard to the current Memorandum of Understanding (MOU) for health preparedness issues. Also present were numerous members of the Hospital Board, County Attorney George Corn, Public Health Nurse Judy Griffin and her nursing staff, Office of Emergency Management Director Ron Nicholas, Health Officer Dr. Calderwood, Dr. Ellyn Jones and Dr. Mick Turner of the Board of Health and Marshall Bloom of the Rocky Mountain Laboratory.

Commissioner Grandstaff explained the reason for this meeting and thanked the hospital for their assistance. She indicated John Bartos had already met with her and Commissioner Chilcott prior to this meeting. Discussion of this public meeting included the MOU which does not seem to apply to the recent rabies issue that occurred in Stevensville, but rather to weapons of mass destruction. Commissioner Grandstaff indicated the Commissioners feel there might have been a 'communication glitch' to the use of this MOU between the Public Health Staff and the hospital while the rabies issue was occurring. Commissioner Grandstaff suggested they look at a different MOU with

the hospital that might better serve each organization for other health issues and to better facilitate communication.

Commissioner Chilcott agreed the 2003 MOU was put into place for any potential Bioterrorism or communicable disease outbreak. Rabies is not considered a communicable disease outbreak. He too, feels it would be helpful to have a separate MOU in regard to other health issues that might occur such as the recent rabies scare.

Commissioner Grandstaff suggested Marshall Bloom relay some of the issues he had brought up when HEAT (Health Advisory Team) was put together.

Commissioner Driscoll stated it is important to have a proactive approach to this communication issue, because both entities exist to assist the public. Commissioner Chilcott stated money is always an issue for both entities, particularly in light of the insurance company not wanting to pay for the vaccines for the school. He stated he appreciates the hospital paying the vaccine invoice at this time, particularly in light of the insurance company not stepping in to make the payment.

Commissioner Rokosch stated he is not sure this MOU has been reviewed since it was adopted and the rabies case gave everyone a glimpse of a possible health challenge, particularly if a pathogen had been involved. If the situation would have been dire, the lack of communication would not have been good for the needed response to the public needs. Therefore this MOU needs a re-visit, or a new MOU needs to be put into place for any future health event.

Commissioner Grandstaff stated this MOU does not recognize Montana law in regard to the responsibility of responding to public health issues.

Ron Nicholas stated this MOU was written over a long period of time, and it was requested by the STOM, for the purposes of addressing potential Weapons of Mass Destruction. This MOU does not address what the county went through in regard to the rabies issue, as it was not for that type of incident.

Judy Griffin stated the Public Health Office and County Attorney's Office prepared an agreement for assistance in the vaccinations, but it was not approved by the hospital. She ended up going to another private company who signed off on the agreement and gave assistance.

John Bartos stated from the hospitals perspective, everyone needs to understand the chronological events of what took place. He stated he does not want to point fingers but people need to understand certain issues. The other agreement was prepared by the County Attorney's Office in order to assist in the immunizations. The hospital heard about the rabies issue on Wednesday when the Public Health Nurse (PHN) called the hospital pharmacy to order rabies vaccines. The hospital pharmacy asked why the county needed this vaccine and was told PHN could not tell them. Then, on Friday the hospital was told to immediately order this vaccine. He asked why the hospital was placing this

order. Later, that same Friday at 1:30 p.m., the hospital staff had a meeting with the PHN because the PHN was asking for nursing staff through this other written agreement. John had the State on the phone at that time so they could discuss ordering this vaccine. He stated he was being told by the PHN to bill the school district, but he knew the vaccine had to be sent to a licensed facility with refrigeration (the hospital). He stated he told the PHN, before they were going to order any vaccine, if there was any vaccine left over; the PHN would be responsible for this payment. He stated he made it known the PHN would be responsible for ordering this. He stated the PHN staff agreed and understood that. The hospital ordered the vaccine on Friday at 4:30 p.m. and at 6:00 p.m. Dr. Calderwood added to the earlier total. Responding to Dr. Calderwood, the hospital added to the first order. The vaccine was later received and refrigerated. John also noted on Friday at 1:30 p.m. he advised Public Health Nursing Staff Sara Hamilton the PHN needed to sign onto an agreement that would indemnify the hospital, thereby giving them protection for the vaccine order. John stated in that 1:30 p.m. meeting everyone understood that. On Saturday around 10:00 a.m. he received an email from Sara stating the county is not responsible for the vaccine. He responded on Sunday when he saw the email, noting the hospital would not be responsible. He also noted they did not do any mark up on the invoice; rather it was simply a pass through. Now, the hospital has paid the entire bill at no interest to the County, State, and School District. John also noted he received the proposed agreement for nursing services on Monday (after the Friday that the vaccine was ordered). The agreement did not address the indemnification issue. The hospital's civil counsel advised him not to sign because it did not provide indemnification and made the hospital responsible. He told Judy on Wednesday the hospital would not provide any nursing staff. John stated Alida Merritt has been his representative for numerous bio terrorism meetings. She does a good job as his liaison. He asked those present what they thought the hospital's responsibility is to the PHN in regard to the manpower he has available. He has certain limitations when they can work together, because he needs certain manpower availability in the emergency room. He agrees that the health and well being of the citizens in Ravalli County is important but he has certain fiscal responsibilities. He asked how long everyone thought the hospital should hold on to the \$120,000.00 bill for the vaccines. He agreed it is important to work as a unit and team if a future problem occurs, but asked how they should do that. While he understands that staff puts the agreements together it is necessary to have the attorneys review those agreements. He reiterated that he does understand team work is needed on both sides for the well being of the people in Ravalli County.

Commissioner Grandstaff indicated the hospital has suffered from the fallout of the school insurance not paying for the vaccine, and now the County Attorney is becoming involved. She stated the best thing is to have a clear understanding of the issues so this problem can be taken care of and so this does not happen again.

Commissioner Rokosch stated it is important to have something in writing, being concise but not overly burdensome to either organization.

County Attorney George Corn stated this is the first mass immunization that has been needed. He felt they need to be prepared for mass treatments and or immunizations, and

felt they can best be solved by the medical staff, and not by attorneys. Under Montana law it was not the Public Health Nurses responsibility to give these shots. Rather the law states the PHN can simply tell the families to seek their own medical attention during that window of opportunity. However, to their good credit the PHN Staff stepped in to get the immunizations done. It was critical to work with the parents and not create mass confusion with the patients.

One of the Hospital Board of Trustees stated the hospitals and government must work together in order to have the correct agreements, but felt it is important to have them reviewed by attorneys so everyone's interest is protected..

Marshall Bloom stated the hospital has on their staff one of the world's experts in rabies. That Doctor is Don Laudmill. Marshall stated 'all's well that ends well' but John has ended up with the bill. Working on agreements is not always going to protect the County against these incidents that are going to occur. He felt it important to use this incident as a wake up call in order to look at the broader picture of emergency planning in the county. There are two units in the county to deal with this, i.e., the local emergency planning committee that already meets (as it can be any type of incident. Rocky Mountain Lab, Marcus Daly Hospital and the PHN Office sit on this committee.) The incident command system also provides the county/hospital the mechanism to get out the proper information. Marshall felt the incident command training should be beefed up and to allow the LEPC (Local Emergency Planning Coalition) the ability to do their work. Marshall felt it is important to have the proper structure in place so the work can be done properly. He noted finance is also included in this issue. Operations, logistics, planning and finance are all part of this. The County also has the HEAT team (Health Emergency Advisory Team) specifically designed for this type of emergency. Dr. Calderwood did a terrific job on this issue. Had the emergency operations been called in, you would have had instant response from South Dakota.

Hospital Board member Sonny LaSalle stated whenever you have tough economic times people tend to mark their territory. ICS is set up to define everyone's roles, and they all know what to do. The key point is roles and responsibilities. The county and the hospital have numerous areas of cooperation. The rabies incident is just one of them. He asked if the agreement should be expanded to include a variety of circumstances and incidences. Sonny stated if they knew what goes up and down our highways, we would move on these issues quickly. Mental Health could also be included in this. He felt it is important to reduce the opportunity for conflict. Conflict will occur even with the best economics but conflict can be reduced when everyone knows their responsibilities.

Marshall agreed with Sonny because if you look at the reports that are written up after an incident, the number one complaint is communication.

Commissioner Rokosch stated this does not need to be led by the attorneys, but there is a role in understanding the legal liabilities. The focus should be on serving the community, with a view of keeping confusion to a minimum. Over 75 kids were immunized and the

confusion was minimized by the PHN even though it was not their responsibility. He noted the role of the State with their mandates is important to review also.

Commissioner Iman stated there were four or five groups that came together to deal with this, and if the hospital is getting stuck with the bill, then it needs to be paid. The county's agreement needs to be expanded to handle these issues, but the financial issues need to be clear. When government goes to private enterprise, we need to understand our responsibility of paying the bill. The Incident Command System (ICS) defines those roles and responsibilities, which includes the finances. In that area, he disagrees with Sonny. Most of the structure and players are already in existence. While everyone was trying to help, no one knew the exact responsibilities. When we go to the private sector for help, they need a reasonable assurance they can recoup their costs.

Ron addressed the ICS. By law, if any agency receives federal funding (federal, state, county, fire etc.); they are required by FEMA to be NIMS Compliant. NIMS are tied to ICS. The command has training in those 100-700 level classes. The hospital paid for some training. For the county or fire department to enact ICS, it has to be voluntarily, unless the county claims an emergency. The county has done a lot of work in this regard. Health issues are different from fires, etc., but financial issues arise from fires also. When the counties resources are used up we can go to the state and feds after the emergency 2 mills are enacted. He stated there is a lot to this whole ICS situation.

Commissioner Driscoll asked if ICS would have been called up, who would have been responsible. Ron stated this was not a county emergency, it was a Stevensville School issue, and it was not a communicable disease issue either. This is a PHN issue, and they dealt with it appropriately. They did receive HEAT response. He noted if you order, you pay for it and it was Stevensville School who ordered the vaccine.

Dr. Calderwood stated when she increased the number of vaccine orders; the school told them verbally it would be covered.

Bio Terrorism Coordinator Shannon Dickerson stated they have had lots of training in ICS, but the training should always be refreshed so everyone knows their roles. A PIO (public information officer) should be named. School Superintendent Dr. Ernie Jean should have a place on the LEPC/HEAT because schools will be involved in communicable diseases.

Commissioner Grandstaff stated the county needs to meet with LEPC and HEAT in order to move forward.

Marshall stated the merit of utilizing LEPC was having those key players such as Judy Griffin, John Bartos, and Dr. Calderwood.

Commissioner Iman applauded Marcus Daly Hospital for stepping up to the plate, noting it is important not to hook them for the bill. George referenced the letter sent to Ms. Coombs of the Montana Municipal Insurance Authority in order to work this out. Sonny

asked how the excess vaccinations would be handled. George stated the used vaccines should be paid for.

The Commissioners thanked everyone for attending this meeting.

► In other business the Board met for a Commissioners office update. Discussion included:

- Out of town meetings and request for mileage - if not first approved by a quorum of the Board the individual Commissioner cannot charge the Commissioners' budget with any of those costs.
- Upcoming legislative meeting and consistency with Commissioners presence and purpose – the Commissioners agreed it is important to spend the extra dollars and have Commissioners present for the important grant requests and legislative issues.
- Speed study on Fairgrounds Road and S 269 – It was agreed to have Glenda contact the Department of Transportation in order to meet with Commissioners.
- Grants/quarterlies – Glenda gave an update on a few of the grants, noting some departments do not respond as well to her requests as others. Most of the issues are to 'train' the departments into having the necessary contact and providing the needed information to Glenda as well as thinking ahead to upcoming grant requirements such as the need to obtain the Commissioners' signatures.
- Department head meeting agenda – the Board reviewed various items that are placed on the agenda which included space and any accidents involving citizens and equipment that need to come through the Commissioners Office.

► The Board met for a Department Head meeting regarding safety issues, policies and procedures. Issue of discussion includes the following:

- Safety and evacuation procedures
- Rewrite of personnel policy
- Upcoming public hearing for fee increase
- Grants – keep Glenda abreast of monthly, quarterly year end reports
- Procedures/policies for request of County Attorney advice; accidents with equipment, vehicles or citizens
- Printers available through Justice Court
- Upcoming legislative session
- Budget book count
- Email/internet/archive use and retention schedules for each department
- New department head orientation
- Intranet for each department

Minutes: Beth Perkins

► The Board met for a Planning Department and Environmental Health update. Present were Civil Counsel Dan Browder, Environmental Health Director Lea Jordan, Interim Planning Director John Lavey and Floodplain Administrator Laura Hendrix.

John stated the purpose of this meeting is for Commissioner Iman to get familiar with the process and policies of the Planning Department. He reviewed the recent priorities of the Planning Department set by the Commission. John then reviewed the organization of the Planning Department and the communications policy.

John discussed scheduling subdivision hearings and other possible conflicting meetings with the Board. Commissioner Grandstaff stated the scheduling of the subdivisions had been discussed in a previous meeting and the days will remain Mondays and Thursdays. Commissioner Chilcott requested PowerPoint presentations be included in the reviews. John agreed to resume the presentations. He stated with subdivision exemption reviews, if there is a denial the applicant has the right to appeal to the Board of Commissioners. He explained the process to Commissioner Iman. Commissioner Iman replied he agrees with State law for family transfers. He discussed the transfers for the purpose of sale and stated they should create fees the same as for subdivision reviews. Commissioner Chilcott stated it is not about fees but the public's right to participate. Commissioner Iman discussed subdivision evasion. John stated it seems to be a matter of legislation not administration. He is currently working on engaging the Planning Board to perform work on the Airport Affected Area. There is a need to review the Floodplain program and will schedule a time with Staff for the review. He stated he is also tracking planning and development related bills in the legislation.

Lea presented the Board with three year average revenue broken down by licensed establishments, public water systems, subdivision review, air quality and junk vehicle program. She discussed other sources of revenue being local programs such as site evaluations, septic permits, well permits, groundwater monitoring, and complaints, grants and contracts and other various services. Lea discussed providing public service, food safety classes, Board of Health variances, TMDL, TAC, grant writing, regulation updates and working with other departments. She discussed support needed from the Board of Commissioners for grants. Commissioner Grandstaff stated she is impressed with Lea for working with the Planning Department and vice versa for cross training. Lea stated there are continuous training and certifications for Environmental Health Specialists and license renewals as well as continuing education requirements. She stated it is difficult to keep Staff trained with turn over.

Lea discussed DEQ review with subdivisions being State law minimums. She suggested the Board go on site visits to observe the process of a DEQ review for a better understanding of the process. Commissioner Iman expressed his concern of the process of a DEQ review within a subdivision application and Planning Board recommendations. Commissioner Grandstaff requested notification of the next DEQ review so Staff may schedule a Commissioner to attend. Lea concurred.

John discussed the interdepartmental coordination with Environmental Health to develop communication and protocol. Lea stated there are departmental policies and procedures for staff communications. Further discussion followed regarding constituent phone calls to Commissioners in order to expedite services of departments. Commissioner Iman discussed the Board being representatives of the public and the public having the right to

a response from them. Lea stated the purpose of the communication protocol is to understand the reality of process and procedure.

PD/EHD BCC TRAINING
JANUARY 6, 2008
AGENDA AND INFORMATION

Planning

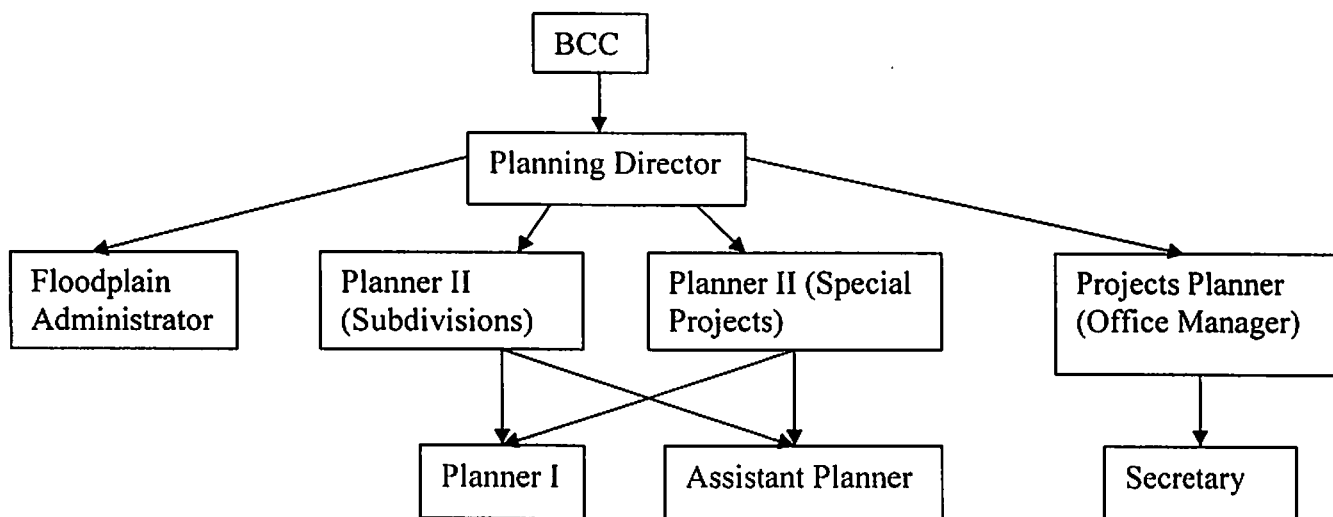
1. Planning Department Duties:

a. Prioritized workload as established by BCC

- i. Litigation Support
- ii. Project Review
- iii. Office admin/Customer Service
- iv. Modernize subdivision regulations
- v. Develop effective enforcement program
- vi. Voluntary zoning district outreach
- vii. Develop Rural and Natural Resources program
- viii. Develop interlocal agreements (Stevensville in progress)
- ix. Other projects as time allows

b. Requests that do not fall into an existing project become low priorities.

2. Department Organization:



3. Project review:

	Subdivision Review	Floodplain Review	Voluntary Zoning District Review	Open Lands Board Application Review	Conservation Easement Review	Environmental Review	Subdivision Exemption Review
Primary Planner:	PII(S)	FP	PII(Z)	PII(Z)	PII(Z)	D	PII(S)
Secondary Planners:	PI	D	D	D	D	PP	PI
	AP		PII(S)	PP			S
	PP		PI				

D: Director; PII(Z):Special Projects Planner II; PII(S): Subdivision Coordinator Planner II; PI: Planner I; AP: Assistant Planner; FP: Floodplain Administrator; PP: Projects Planner; S: Secretary

- a. Subdivision review: Mondays and Thursdays are designated as subdivision review days. Commission previously, and by quorum, decided to block out these days three months in advance. We calendar major subdivisions for five hours (with on hour lunch break) and minor subdivisions for three hours – when a subdivision has been calendared on the Commissioners Calendar during these times, do not schedule any other meeting during that time. If no subdivision is scheduled within three weeks of current date, schedule your meetings at will.
 - b. Subdivision Exemption Review: Planning and Clerk and Recorder review and make final decisions on SEAs. BCC receives appeals.
 - c. Also processing Airport Affected Area: Engaging planning board to perform this work.
4. Floodplain Program
- a. LAURA
5. Board support
- a. Planning Board – New members coming on soon.
 - b. Open Lands Board – first application in front of BCC 1/12
 - c. Planning and Zoning Commission – Inactive until we receive citizen initiated zoning
 - d. Impact Fee Advisory Committee – Working with Corvallis School District on potential first proposal.
6. Legislation – PD tracks planning and development related bills. Has a master list, and welcomes your involvement in tracking.

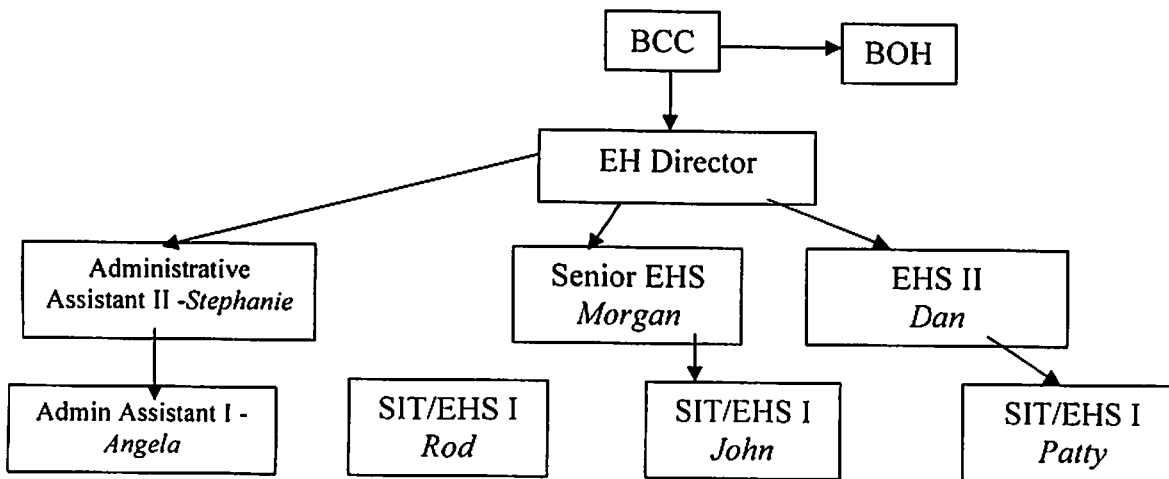
Environmental Health

7. Environmental Health Department Duties:

- a. Contracted work with State of Montana (3 year avg revenue)
 - i. Licensed establishments (\$20,832)
 - 1. restaurants
 - 2. motels, campgrounds, B & Bs, RV parks
 - 3. pools
 - 4. trailer courts
 - 5. daycares
 - 6. plan review
 - ii. Public water systems (\$3,921)
 - iii. Subdivision Review (\$72,958)
 - 1. requires state exam
 - iv. Air Quality
 - 1. Monitoring (\$2,500)
 - 2. Program Development (\$3,994)
 - 3. Radon (\$1,700)
 - v. Junk Vehicle (\$57,904)
- b. Local Programs (revenue)
 - i. Site Evaluations (\$46,528)

- ii. Septic Permits (\$98,610)
 - iii. Well Permits (\$9,808)
 - iv. Groundwater Monitoring (\$27,338)
 - v. Complaints (\$0)
- c. Grants/Contracts
 - i. 319 – Source Water Protection (\$75,000 – over 2 years)
 - ii. Indoor Air – UMT (\$10,000 – over 2 years)
 - iii. Riparian Education Campaign
- d. Other
 - i. Providing public service
 - ii. Food Safety Classes
 - iii. BOH Variances
 - iv. TMDL TAC
 - v. Grant writing
 - 1. 319 grant submitted (\$40,000)
 - 2. DNRC grant submitted (\$100,000)
 - vi. Regulation updates
 - vii. Work with other departments
 - 1. Planning (cross-training)
 - 2. Floodplain (streamlining process)
 - 3. County Attorney (regs/enforcement)

8. Department Organization:



9. Registered Environmental Health Specialist Requirements/KSA

- a. Bachelor of Science with at least one upper level microbiology course
- b. Register as sanitarian-in-training (up to one year)
- c. Pass REHS Exam
 - i. General Environmental Health (history, etc.)
 - ii. Statutes and Regulations
 - iii. Food Protection
 - iv. Potable Water
 - v. Wastewater
 - vi. Solid and hazardous waste
 - vii. Hazardous materials

- viii. Zoonoses, vectors, pests, poisonous plants
- ix. Radiation protection
- x. Occupational Health and Safety
- xi. Air Quality and Environmental Noise
- xii. Housing Sanitation and Safety
- xiii. Institutions and licensed establishments
- xiv. Swimming pools and recreational facilities
- xv. Disaster Sanitation

d. License with State of Montana

e. Continuing Education

- i. Renew license every year (\$90 –supposed to double)
- ii. 15 hours of education every 2 years
 - 1. coursework
 - 2. conferences
 - 3. workshops

10. Protocols

a. Wastewater Treatment systems

i. Two Main

1. DEQ; “State Approval”

- a. Issue permit in office
- b. Final inspection of system

2. Sites Requiring RCEH Approval (non state approved)

a. New and Replacements

- i. Fill out application in office/pay for site evaluation
- ii. EHS calls within 3 days and schedules site visit (sooner if replacement)
- iii. Onsite Site Evaluation (EHS in field)
- iv. Apply for permit in office (sent out within 3 days)
- v. Final Inspection of system (EHS in field)

b. Well Permits

- i. Fill out application in office
- ii. Most cases – permit given at time of application

c. Groundwater monitoring

- i. Need assessed during site evaluation
- ii. Fill out application in office/pay fee
- iii. Mar – Oct monitoring
- iv. Office sends letter terminating

d. Subdivision Review (“DEQ review”)

- i. Must be processed within 60 days (50 – RCEH; 10 – MTDEQ)
- ii. Consultant Submits plan – may or may not have completed planning review
- iii. Evaluation in office
- iv. Phone calls/meetings with consultant
- v. Site visit
- vi. Letter of approval/denial
- vii. Follow up when new/additional information submitted

e. Complaints

- i. Written complaint form in our office
- ii. Assigned to EHS
- iii. Evaluated based on “priority”

- iv. Phone calls/letters
- v. BOH or CAO if necessary (developing protocol)

Interdepartmental Coordination

1. Planning and EHD working now more closely than ever.
2. Coordination meetings and joint trainings
3. BCC to professional staff communication
 - a. We are your staff, we are here to help you make good decisions. However there must be constraints on some communication. Generally, questions and general inquiries can be handled by the specific project planner. Directives, orders, instructions, commands, etc generally upset the workload balance and therefore must come from a majority of commissioners in a quorumed meeting.
 - b. We are bound by regulations and rules. We realize that all rules/regulations may not encompass all parameters that you would like. However, the way to address that issue is not during public hearings/meetings or with individual staff members. If regulations need updating/changing, the direction should come from a quorum of the BCC to the appropriate department head. Also please remember that many rules/regulations have variance procedures if someone wishes a deviation from a rule/regulation.
 - c. You undoubtedly get phone calls from constituents who call you in order to get something "done right away" by one of our offices. Please remember we have established priorities, workloads, and projects and refer them to the proper department and departmental procedures. You may also take their name and contact information and pass it along to the proper department. It will then be processed according to office procedures.
4. Office protocol
 - a. If you are experiencing an issue with a staff member, talk to Department Head.
 - b. We are a professional staff, we expect you to act professionally and treat us professionally.
 - c. We invite you to spend time with our staff members and encourage you to visit field sites, inspections, etc. with staff. We also encourage you to schedule "trainings" with us if you want to become more knowledgeable about our procedures.
5. Questions/Other

DEPARTMENT HEAD MEETING AGENDA

JANUARY 6, 2008

- 1) Safety/evacuation procedures (Glenda)
- 2) Rewrite of Personnel Policy – Department concerns please visit with Robert Jennie (Human Resource)
- 3) Any increase in fees – upcoming public hearing (Glenda)
- 4) Grants – don't forget quarterlies, year end and any other reports/accounting (Glenda)
- 5) Procedures/Policies: Remember to follow
 - a) Need of County Attorney review or advise – all Department Heads send requests through Glenda. Elected Officials can go straight to County Attorney with their requests.
 - b) Any accidents with vehicles, equipment, citizens falling down – report to Glenda (if Glenda not available go through Beth). Do not contact Insurance Company direct
- 6) Extra printers available from Justice Court
- 7) Legislative session – what affects your department (Commissioners)
- 8) Budget book count (Klarryse)
- 9) Email/internet/archive (Joe Frohlich)
- 10) Any other issues?